HCE SUBTEAM TOPIC REPORTS - initial guidance 10/30/09

Subteam topics and impact lists are on the Sea Grant HCE Focus Team webpage. A short URL to get to that page is: **http://tiny.cc/hce** . Go to "Impact Lists (members only)". The members-only login ID is: **hce** , the password is: **focus@1**

These topic reports are not final reports. They don't have to be pretty, perfect, or wordsmithed. At the December Focus Team meeting, we will all get together and use these topic reports as starting points for a single final HCE Impact Report.

THE REPORTS SHOULD NOT BE LONG. Maybe one page maximum on any subtopic except the very largest, at most a few pages for the entire topic report.

They are not intended to be inclusive or exhaustive. Impacts should be aggregated up to tell a national story. The final report is about the Sea Grant network, not about any individual Programs. Unless it's relevant to the story, you do NOT have to state the name of the Program that provided the impact.

Tell only the best impact stories. Impacts that don't add to the value of the national story should be left out. The report should tell a compelling narrative, drawn from:

   - the most stellar impacts in your topic area

   - impacts that display a common theme or large cumulative impact because many Programs are doing them

   - impacts that are compelling because their subject matter is timely or important

Tell a story. Don't just list impacts, define a "message" your subteam thinks should be told, and use impacts as examples to tell the message.

Organize your topic reports around the three HCE Goals. The final report will be organized this way.

REFERENCE THE IMPACT USED BY NUMBER (32)! This is the number at the beginning of each impact statement, before the state name. This will help if we have to go back later for more information. These numbers will all be deleted before the overall report is finalized.

"Park" ideas that don't fit in your topic report but might have a place in the final report. If you don't use them in your topic report, park the following:

   - the top research accomplishments in your topic

   - impacts that another subteam might want to see (each impact has a list of keywords at the end--if a particular keyword isn't there, that subteam didn't see the impact!)

   - impacts that might contribute to a narrative on gaps or emerging directions

   - issues you expected to see mentioned, but for which there were no good impacts

   - impacts relating to climate